

EMPLOYEE INTERVIEW FORM

Employee interviews (NDOT Form 052-059) are required on all contracts (federally funded or state funded). The Resident Engineer must conduct random on-the-job interviews with several employees of the contractor, subcontractors, service providers and owner operators each month. These interviews should be conducted in such a manner as to interview nearly 100 percent of the employees during the life of the contract. On smaller contracts, interviews will have to be done more frequently in order to interview all of the employees when they are on the contract. This form is available at www.nevadadbe.com/website/contract-compliance.php. NDOT employees can also access this form on Sharepoint under Civil Rights - External.

All employees employed on the job must be made available for an interview at the interviewer's request; however, the employee's participation is voluntary. The interviewer (usually the inspector) will document the Contract No., and ask the employee the questions in Part A of the Employee Interview form. Record the actual responses given by the employee. Turn into the office for further processing.

If the employee chooses not to participate, document only the Contract No., Employee's Name and Employer's Name and make a note on the form that employee chooses not to participate. Print, sign and date the form. No further information or review is required. The office person will forward a copy to Contract Compliance.

As certified payrolls are entered into LCPTracker for dates of the interviews, the office person will review the payrolls and complete the questions in Part B of the Employee Interview form. Every fifth interview, the office person will complete questions in Part C of the Employee Interview form. Hi-lite any questionable answers or possible discrepancies. Print, sign and date the form. Forward a copy of the completed form to Contract Compliance.

Contract Compliance will review the interviews, investigate discrepancies and take additional action if necessary.

WAGE COMPLAINT CARD

Contract Compliance provides self-addressed, postage paid cards (NDOT Form 052-010) to the Resident Engineer. The Resident Engineer will make them available to every contractor and subcontractor employee working on the contract. If an employee believes they are not being paid the correct wage, the post card may be completed and mailed directly to Contract Compliance, who will conduct a compliance investigation. The card provides an effective means of reporting wage complaints to NDOT.

If additional cards are needed, contact Contract Compliance.

EMPLOYEE INTERVIEW
(Equal Employment Opportunity Report for Labor Compliance)

Contract No. 3999

A. Employee Questions:

Employee Name Jose Smith Employer's Name Excavation Services

Classification/Group _____ Date Hired _____

Actual work being performed by employee _____

Employee chooses not to participate

What is your hourly rate of pay? _____

Does your hourly rate of pay include fringe benefits? _____

Are you being paid for all hours worked? _____

Are you an apprentice? _____

Have you ever been upgraded during your employment? _____

How often are you paid? _____

Are you receiving time and one-half wages for hours worked over 8 per day and/or 40 week? _____

Are you receiving the correct fringe benefits for the type of work you are performing? _____

Are you aware of your employer's E.E.O. policies? _____

Have you attended any meetings where your employer discussed E.E.O. matters? _____

Who is your employer's company E.E.O. Officer? _____

Who is the project E.E.O. Officer? _____

Have you seen the labor compliance and E.E.O. posters that are posted on the project bulletin board? _____

Do you have any comments on your employer's E.E.O. policies? _____ If "yes" briefly explain:

Vern Jacobs
Interviewer name (please print)

[Signature]
Interviewer (signature)

1-8-2016
Date

B. The following questions are to be completed by the field office personnel.

Does the stated classification match the payroll? _____

What is the minimum prevailing wage (including fringe benefits) for this classification/group? _____

C. The following questions are to be completed by the Resident Engineer or his staff. These questions need only be completed on every fifth interview.

Does a spot check of the weekly payrolls show all pertinent information required by the Special Provisions? _____

Are the contractor's payrolls and Statements of Compliance being submitted weekly? _____
If not, what steps are being taken to assure they will be in the future?

Has a copy of the Apprenticeship Agreement and Apprentice Verification Form been uploaded into LCPTracker for each apprentice working on the project? _____

Comments: _____

Where does the contractor have the project bulletin board set up? _____


Is it accessible to all employees? _____

Are all the required posters and notices posted? _____

Has the Resident Engineer or any of his staff attended any meetings in which the Contractor discussed E.E.O. problems or policies for the project? _____

If you have any further comments on the E.E.O. or labor compliance part of this project, please list them below:

LEO LIONI
Resident Engineer (please print)


Resident Engineer (signature)

1-8-2016
Date

EMPLOYEE INTERVIEW
(Equal Employment Opportunity Report for Labor Compliance)

Contract No. 4003

A. Employee Questions:

Employee Name Zeta Williams Employer's Name Traffic Control, Etc
Classification/Group Laborer Group 1A Date Hired 12-12-2017
Actual work being performed by employee Flag person

What is your hourly rate of pay? \$ 22.50
Does your hourly rate of pay include fringe benefits? yes
Are you being paid for all hours worked? yes
Are you an apprentice? no
Have you ever been upgraded during your employment? no
How often are you paid? weekly
Are you receiving time and one-half wages for hours worked over 8 per day and/or 40 week? not sure
Are you receiving the correct fringe benefits for the type of work you are performing? not sure
Are you aware of your employer's E.E.O. policies? yes
Have you attended any meetings where your employer discussed E.E.O. matters? no
Who is your employer's company E.E.O. Officer? don't know
Who is the project E.E.O. Officer? don't know
Have you seen the labor compliance and E.E.O. posters that are posted on the project bulletin board? yes
Do you have any comments on your employer's E.E.O. policies? no If "yes" briefly explain:

Nancy Bell
Interviewer name (please print)

Nancy Bell
Interviewer (signature)

12-15-2017
Date

B. The following questions are to be completed by the field office personnel.

Does the stated classification match the payroll? yes
What is the minimum prevailing wage (including fringe benefits) for this classification/group? \$ 36.22

C. The following questions are to be completed by the Resident Engineer or his staff.

These questions need only be completed on every fifth interview.

Does a spot check of the weekly payrolls show all pertinent information required by the Special Provisions? _____

Are the contractor's payrolls and Statements of Compliance being submitted weekly? _____
If not, what steps are being taken to assure they will be in the future?

Has a copy of the Apprenticeship Agreement and Apprentice Verification Form been uploaded into LCPTracker for each apprentice working on the project? _____

Comments: _____

Where does the contractor have the project bulletin board set up? _____

Is it accessible to all employees? _____

Are all the required posters and notices posted? _____

Has the Resident Engineer or any of his staff attended any meetings in which the Contractor discussed E.E.O. problems or policies for the project? _____

If you have any further comments on the E.E.O. or labor compliance part of this project, please list them below:

Xavier Roman
Resident Engineer (please print)

[Signature]
Resident Engineer (signature)

12-15-2017
Date

EMPLOYEE INTERVIEW
(Equal Employment Opportunity Report for Labor Compliance)

Contract No. 4000

A. Employee Questions:

Employee Name Jeff Langley Employer's Name DS Construction
Classification/Group Laborer Group 1 Date Hired 7-15-2014
Actual work being performed by employee aggregate base dumpman

What is your hourly rate of pay? \$ 23.10
Does your hourly rate of pay include fringe benefits? not sure
Are you being paid for all hours worked? yes
Are you an apprentice? no
Have you ever been upgraded during your employment? no
How often are you paid? weekly
Are you receiving time and one-half wages for hours worked over 8 per day and/or 40 week? yes
Are you receiving the correct fringe benefits for the type of work you are performing? don't know
Are you aware of your employer's E.E.O. policies? yes
Have you attended any meetings where your employer discussed E.E.O. matters? no
Who is your employer's company E.E.O. Officer? no idea
Who is the project E.E.O. Officer? no idea
Have you seen the labor compliance and E.E.O. posters that are posted on the project bulletin board? yes
Do you have any comments on your employer's E.E.O. policies? no If "yes" briefly explain:

Joe Inspector
Interviewer name (please print)

Joe Inspector
Interviewer (signature)

8-4-2015
Date

B. The following questions are to be completed by the field office personnel.

Does the stated classification match the payroll? yes
What is the minimum prevailing wage (including fringe benefits) for this classification/group? \$ 32.32

C. The following questions are to be completed by the Resident Engineer or his staff.

These questions need only be completed on every fifth interview.

Does a spot check of the weekly payrolls show all pertinent information required by the Special Provisions?

yes

Are the contractor's payrolls and Statements of Compliance being submitted weekly? If not, what steps are being taken to assure they will be in the future?

yes

Has a copy of the Apprenticeship Agreement and Apprentice Verification Form been uploaded into LCPTracker for each apprentice working on the project?

no

Comments: waiting for apprenticeship agreement for Mark Bell. Already sent 2 - emails to contractor.

Where does the contractor have the project bulletin board set up?

jobsite project office

Is it accessible to all employees?

yes

Are all the required posters and notices posted?

yes

Has the Resident Engineer or any of his staff attended any meetings in which the Contractor discussed E.E.O. problems or policies for the project?

no

If you have any further comments on the E.E.O. or labor compliance part of this project, please list them below:

Asked contractor to notify MDDOT of next meeting regarding safety, EEO and contract compliance.

Terry Smith
Resident Engineer (please print)

Terry Smith
Resident Engineer (signature)

8-11-2015
Date

EMPLOYEE INTERVIEW
(Equal Employment Opportunity Report for Labor Compliance)

Contract No. 4001

A. Employee Questions:

Employee Name Candy Bar Employer's Name Mack Enterprises
Classification/Group Operator Group 6 Date Hired 6-10-2011
Actual work being performed by employee Boom Truck Operator

What is your hourly rate of pay? \$ 37.15
Does your hourly rate of pay include fringe benefits? yes
Are you being paid for all hours worked? yes
Are you an apprentice? no
Have you ever been upgraded during your employment? yes
How often are you paid? weekly
Are you receiving time and one-half wages for hours worked over 8 per day and/or 40 week? yes
Are you receiving the correct fringe benefits for the type of work you are performing? no idea
Are you aware of your employer's E.E.O. policies? no
Have you attended any meetings where your employer discussed E.E.O. matters? no
Who is your employer's company E.E.O. Officer? James Day
Who is the project E.E.O. Officer? don't know
Have you seen the labor compliance and E.E.O. posters that are posted on the project bulletin board? yes
Do you have any comments on your employer's E.E.O. policies? no If "yes" briefly explain:

Sam Shelby Interviewer name (please print) Sam Shelby Interviewer (signature) 6-12-2014 Date

B. The following questions are to be completed by the field office personnel.

Does the stated classification match the payroll? no
What is the minimum prevailing wage (including fringe benefits) for this classification/group? \$ 54.29

C. The following questions are to be completed by the Resident Engineer or his staff.

These questions need only be completed on every fifth interview.

Does a spot check of the weekly payrolls show all pertinent information required by the Special Provisions?

yes

Are the contractor's payrolls and Statements of Compliance being submitted weekly?

no

If not, what steps are being taken to assure they will be in the future?

Sent contractor letter requesting payrolls be submitted within 7 days of the week ending date.

Has a copy of the Apprenticeship Agreement and Apprentice Verification Form been uploaded into LCPTracker for each apprentice working on the project?

yes

Comments:

Where does the contractor have the project bulletin board set up?

jobsite hotplant yard

Is it accessible to all employees?

yes

Are all the required posters and notices posted?

no

Has the Resident Engineer or any of his staff attended any meetings in which the Contractor discussed E.E.O. problems or policies for the project?

yes

If you have any further comments on the E.E.O. or labor compliance part of this project, please list them below:

Told contractor to get all necessary notices posted asap.

Tom Wait
Resident Engineer (please print)

Tom Wait
Resident Engineer (signature)

7-22-2014
Date

EMPLOYEE INTERVIEW
(Equal Employment Opportunity Report for Labor Compliance)

Contract No. 4002

A. Employee Questions:

Employee Name Brady Bunch Employer's Name T & S Company
Classification/Group Carpenter Date Hired 4-13-2010
Actual work being performed by employee framing concrete boxes

What is your hourly rate of pay? \$15.18
Does your hourly rate of pay include fringe benefits? I think so
Are you being paid for all hours worked? yes
Are you an apprentice? yes
Have you ever been upgraded during your employment? yes
How often are you paid? weekly
Are you receiving time and one-half wages for hours worked over 8 per day and/or 40 week? yes
Are you receiving the correct fringe benefits for the type of work you are performing? yes
Are you aware of your employer's E.E.O. policies? yes
Have you attended any meetings where your employer discussed E.E.O. matters? yes
Who is your employer's company E.E.O. Officer? Kathy Bax
Who is the project E.E.O. Officer? Wil Wilkins
Have you seen the labor compliance and E.E.O. posters that are posted on the project bulletin board? yes
Do you have any comments on your employer's E.E.O. policies? no If "yes" briefly explain:

Dave Bradley
Interviewer name (please print)

Dave Bradley
Interviewer (signature)

5-10-2016
Date

B. The following questions are to be completed by the field office personnel.

Does the stated classification match the payroll? yes
What is the minimum prevailing wage (including fringe benefits) for this classification/group? \$40.27
full pay not appren. wage

C. The following questions are to be completed by the Resident Engineer or his staff.

These questions need only be completed on every fifth interview.

Does a spot check of the weekly payrolls show all pertinent information required by the Special Provisions?

yes

Are the contractor's payrolls and Statements of Compliance being submitted weekly? If not, what steps are being taken to assure they will be in the future?

yes

Has a copy of the Apprenticeship Agreement and Apprentice Verification Form been uploaded into LCPTracker for each apprentice working on the project?

yes

Comments:

Where does the contractor have the project bulletin board set up?

job office trailer

Is it accessible to all employees?

yes

Are all the required posters and notices posted?

yes

Has the Resident Engineer or any of his staff attended any meetings in which the Contractor discussed E.E.O. problems or policies for the project?

no

If you have any further comments on the E.E.O. or labor compliance part of this project, please list them below:

Boss Union
Resident Engineer (please print)

[Signature]
Resident Engineer (signature)

5-17-2016
Date



NO POSTAGE
NECESSARY
IF MAILED
IN THE
UNITED STATES

BUSINESS REPLY MAIL
FIRST-CLASS MAIL PERMIT NO 17 CARSON CITY, NV

POSTAGE WILL BE PAID BY ADDRESSEE 4660



STATE OF NEVADA
DEPT OF TRANSPORTATION
CONTRACT COMPLIANCE
1263 S STEWART ST
CARSON CITY NV 89701-9947



IF YOU ARE A WORKER ON A NEVADA DEPARTMENT OF TRANSPORTATION (NDOT) JOB AND BELIEVE THAT YOU ARE NOT BEING PAID THE CORRECT WAGE, FILL OUT THE LOWER PORTION OF THIS CARD AND DROP IT INTO A MAIL BOX. NO POSTAGE IS NECESSARY.

NDOT CONTRACT NO.: _____ PRIME CONTRACTOR: _____

PROJECT LOCATION: _____

YOUR NAME: _____ PHONE: (____) _____

ADDRESS: _____

YOUR EMPLOYER'S BUSINESS NAME: _____

EMPLOYER'S ADDRESS: _____

PHONE: (____) _____

JOB CLASSIFICATION PAID: _____ HOURLY RATE: _____

COMMENTS: _____

NDOT IS REQUIRED TO INVESTIGATE ALLEGED VIOLATIONS OF THE PREVAILING WAGE LAWS ON NDOT PROJECTS. YOUR COMPLAINT WILL BE KEPT CONFIDENTIAL AS NDOT POLICY ALLOWS. YOU MAY CONTACT US TOLL FREE AT 1-800-267-1971 or (775) 888-7497.

NDOT Form 052.010 (NSPO Rev.3-04)



NDOT CIVIL RIGHTS PROGRAM

[ADA PROGRAM](#)[CIVIL RIGHTS](#)[CONTRACT COMPLIANCE](#)[DBE PROGRAM](#)[RESOURCES](#)[CONTACT US](#)[TOP](#) » [CONTRACT COMPLIANCE](#)

CONTRACT COMPLIANCE

Welcome to information about Nevada Department of Transportation Contract Compliance. Below you will find forms and information that you will need to administer your current contracts, as well as a link to identify upcoming contracts. The Contract Compliance Office is here to help. If you have questions or need assistance please contact us at (775) 888-7497.

Our mission in the Contract Compliance Office is to provide you the information you need to comply with federal and state laws, rules and regulations as they pertain to highway construction contracts. The staff of the Contract Compliance Office hopes you will take advantage of this resource.

Please refer to NRS [Chapter 338](#) and [Chapter 408](#) for regulations governing our work. Commonly referred to sections include:

- [Prevailing Wages, NRS 338.010 to 338.090](#)
- [Payment and Retention, NRS 408.383](#)

FORMS

Remember, if you ask first we can all avoid a problem down the road.

1. Certification Regarding Lobbying (Federally Funded Projects) [.pdf](#)
2. Commercially Useful Function Checklist, Rev. 06/15 [.pdf](#)
3. Claim For Wages [.pdf](#)
4. Contract Compliance Review Checklist [.doc](#) | [.pdf](#)
5. Contractor/Subcontractor Registration [.pdf](#)
6. Contractor's Monthly Report of Payments to Subcontractors [.xls](#) | [.pdf](#)
7. **Employee Interview, Rev. 08/15 [.pdf](#)**
8. Federal-Aid Highway Construction Contractors Annual EEO Report (FHWA-1391) [.xls](#) | [.pdf](#)
9. Federal-Aid Highway Construction Contractors Annual EEO Report - LCPTracker Instructions (1391) [.pdf](#)
10. Fringe Benefit Itemized Contributions-Deductions Statement [.xls](#) | [.pdf](#)
11. Inclusion of Contract (Federally Funded), Rev. 04/15 [.pdf](#)
12. Inclusion of Contract (State Funded), Rev. 08/15 [.pdf](#)
13. Non-Performance Payroll Report [.pdf](#) | [.doc](#)
14. Payroll Tracking Sheet [.doc](#) | [.pdf](#)
15. Request to Sublet, Rev. 06/15 [.pdf](#)
16. Request to Utilize Service Provider (for non-bid item work, excluding trucking), Rev. 06/15 [.pdf](#)
17. Request to Utilize Service Provider (for trucking), Rev. 06/15 [.pdf](#)
18. Supplemental Information/Construction Workers [.doc](#) | [.pdf](#)
19. Weekly Wage and Hour Report of Public Work Contractors Page 1 of 2 [.pdf](#)
20. Weekly Wage and Hour Report of Public Work Contractors Page 2 of 2 [.pdf](#)

NEVADA DEPARTMENT OF TRANSPORTATION

1263 South Stewart Street, Carson City Nevada 89712

Telephone 775-888-7000 TTY: 1-855-878-NDOT (6368)

Email: info@dot.state.nv.us Visit.NV.gov

Brian Sandoval - Governor
Rudy Malfabon, P.E. - Director









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Home

For technical Sharepoint problems, please contact the HelpDesk - HelpDesk@dot.state.nv.us

Web Site Portals

-  [Live Streaming Meeting Video \(Division Head Meeting/Muffins with Malfabon/ Employee Meet and Greet Event\)](#)
-  [Application Launch Pad](#)
-  [Web Mail](#)
-  [Business Intelligence](#)
-  [iPD, Integrated Project Development \(E Bidding\)](#)
-  [EBidding Portal Intranet](#)
-  [EPATS \(E- Procurement and Tracking System\)](#)
-  [PSAMS Dashboard - NDOT Project Status](#)
-  [Facts about PSAMS Dashboard](#)
-  [eSTIP \(electronic Statewide Transportation Improvement Program\)](#)
-  [IRWIN](#)
-  [Research Library Catalog – Transportation Publications and More](#)
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-  [Transportation Asset Management Plan](#)
-  [NDOT Photo Catalog/PowerPoint Templates/Logos](#)
-  [NDOT Secure Meeting Portal](#)
-  [Milepost Index Report](#)
-  [RaLF \(Route and Location Finder\)](#)
-  [Fuel and Gate Access](#)
-  [State Maintained Highways Descriptions Index & Maps](#)
-  [NDOT - Emergency Operations Plan](#)
-  [Financial Management Project Reports](#)
-  [MMS System - *password required*](#)

Division Links

Division Site	Div #
Accounting	060
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Home

The Civil Rights & Contract Compliance Sharepoint

A collaborative workspace providing the information and tools NDOT departments need to administer civil rights and contract compliance on our construction projects. The site also serves as a way to share ideas for process improvements.

Our Mission . . .

To foster understanding of NDOT compliance responsibilities under Nevada and Federal laws ensuring fairness in NDOT contracting and compliance with Title VI, ADA, DBE and labor laws. We do this by providing outstanding service to our internal and external customers.

What are You Looking For?

Contract Compliance	Civil Rights	ADA Compliance
Procedures and Tools for: <ul style="list-style-type: none"> DBE Goal-Setting <ul style="list-style-type: none"> Construction LPA Professional Services Using LCP Tracker Wage & Labor Subcontracting Procedures 	Detailed Information on: <ul style="list-style-type: none"> Title VI DBE Program ADA SBE Program LEP Program 	Information and Tools for: <ul style="list-style-type: none"> ADA/Title II & 504

Links

Contacts

Forms

Announcements

Calendar

August, 2015 (August, 2015)

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	SUNDAY
27	28	29	30	31	1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

Carson City, NV



At 2:35 PM PDT
Clear
90°F
W 14 G 24 MPH

WeatherForYou.com





052 - ADA 504 External Civil Rights

Contract Compliance

Civil Rights

ADA Compliance

Forms

All Documents

- ✓ Name
- Certification Regarding Lobbying (Federally Funded Projects) ...
- Commercially Useful Function Checklist, Rev. 06-15 ...
- Contract Compliance Review Checklist ...
- Contractor's Monthly Report of Payments to Subcontractors ...
- Employee Interview, Rev. 08-15** ...
- Federal-Aid Highway Construction Contractors Annual EEO Report - LCPtracker Instructions for FHWA-1391 ...
- Federal-Aid Highway Construction Contractors Annual EEO Report (FHWA-1391) ...
- Fringe Benefit Itemized Contributions-Deductions Statement ...
- Inclusion of Contract (Federally Funded), Rev. 04-15 ...
- Inclusion of Contract (State Funded), Rev. 08-15 ...
- Non-Performance Payroll Report ...
- Payroll Tracking Sheet ...
- Request to Sublet, Rev. 06-15 ...
- Request to Utilize Service Provider (for non-bid item work, excluding trucking), Rev. 06-15 ...
- Request to Utilize Service Provider (for trucking), Rev. 06-15 ...
- Weekly Wage and Hour Report of Public Work Contractors Page 1 of 2 ...
- Weekly Wage and Hour Report of Public Work Contractors Page 2 of 2 ...

EMPLOYEE INTERVIEW
(Equal Employment Opportunity Report for Labor Compliance)

Contract No. _____

A. Employee Questions:

Employee Name _____ Employer's Name _____

Classification/Group _____ Date Hired _____

Actual work being performed by employee _____

What is your hourly rate of pay? _____

Does your hourly rate of pay include fringe benefits? _____

Are you being paid for all hours worked? _____

Are you an apprentice? _____

Have you ever been upgraded during your employment? _____

How often are you paid? _____

Are you receiving time and one-half wages for hours worked over 8 per day and/or 40 week? _____

Are you receiving the correct fringe benefits for the type of work you are performing? _____

Are you aware of your employer's E.E.O. policies? _____

Have you attended any meetings where your employer discussed E.E.O. matters? _____

Who is your employer's company E.E.O. Officer? _____

Who is the project E.E.O. Officer? _____

Have you seen the labor compliance and E.E.O. posters that are posted on the project bulletin board? _____

Do you have any comments on your employer's E.E.O. policies? _____ If "yes" briefly explain:

_____ Interviewer name (please print)	_____ Interviewer (signature)	_____ Date
--	----------------------------------	---------------

B. The following questions are to be completed by the field office personnel.

Does the stated classification match the payroll? _____

What is the minimum prevailing wage (including fringe benefits) for this classification/group? _____

C. The following questions are to be completed by the Resident Engineer or his staff.

These questions need only be completed on every fifth interview.

Does a spot check of the weekly payrolls show all pertinent information required by the Special Provisions?

Are the contractor's payrolls and Statements of Compliance being submitted weekly?

If not, what steps are being taken to assure they will be in the future?

Has a copy of the Apprenticeship Agreement and Apprentice Verification Form been uploaded into LCPtracker for each apprentice working on the project?

Comments:

Where does the contractor have the project bulletin board set up?

Is it accessible to all employees?

Are all the required posters and notices posted?

Has the Resident Engineer or any of his staff attended any meetings in which the Contractor discussed E.E.O. problems or policies for the project?

If you have any further comments on the E.E.O. or labor compliance part of this project, please list them below:

Resident Engineer (please print)

Resident Engineer (signature)

Date